

**CONFIDENTIAL**

CIA Top Secret Control Officer

5 July 1951

Chief, Records Management & Distribution Branch, Adm. Services

Duplication of Top Secret Documents for the Vital Materials Repository

REFERENCE: CIA Regulation Number  par. K (1).

1. In order to expedite the transmission of material to the Vital Materials Repository, it is requested that approval be granted by OCD for the duplication or abstracting of Top Secret documents specifically for this purpose.
2. Such approval will eliminate the necessity of requesting authorization from the originating CIA office or outside agency in each instance where the duplicating or abstracting of Top Secret documents is required for the Vital Materials Program.
3. Existing procedures for the transmittal of Top Secret documents, attachment of green cover sheets, etc., will be followed in accordance with Security Regulations.

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